

Instructions for how to create a Taxpayer Access Point (TAP) Account for your existing Liquor and/or Gambling Account:

- At the Taxpayer Access Point web page enter a Username and Password
- Select “Sign Up Now”

- Complete “Step 1” by selecting your account type from the drop down list. For an existing liquor license account you will choose: “ON-PREMISE LICENSE.” For an existing gambling license account you will choose: “GAMBLING OPERATOR.”
- Click “OK”

- Complete “Step 2” by entering all required information.
 - The “Account ID” is the account number assigned to your license by Liquor and/or Gambling. Please contact Liquor or Gambling Control for this ID if you do not have it OR this information can be found in

the upper right corner of any letters you may have received from either department. Liquor Account (XXXXXXX-XXX-ONP) Gambling Account (XXXXXXX-XXX-GOA)

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TAS Toggle Log
RunDate: 31-Jan-2014
Last Request: 21ms

Sign up for TAP access

Step 1: [Select Account Type](#)

Account Type: On-Premises License

Step 2: [Business Account Registration](#) << Needs Correction

Account Reg Grid

Account ID: 0000000-000-ONP

Country: USA

Zip Code (for your account): 59601

OK Cancel

- Click “OK”
- Complete “Step 3” by entering all required information.

Step 3: [Profile Information](#) << Needs Correction

Profile Grid

Profile Information:

Your Name: Instructions

Email Address: instructions@example.com

Confirm Email Address: instructions@example.com

Contact Phone: (406) 000-0000

Alternate Phone:

Login Information:

Username: Instructions

Password:

Confirm Password:

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question: What city were you born in?

Secret Answer:

Optional: If you would like your initial Authorization Code text messaged to you, please fill out the information below. Note: Standard Text Messaging rates will apply.

Choose your cellular service provider:

Phone Number Receiving Text Message:

OK Cancel

- Click “OK”
- Complete “Step 4” by clicking “Submit”

Step 4: Click the 'Submit' button to complete registration.

Submit Cancel

After submitting the information you should receive a “Confirmation” stating you will be emailed an authorization code that you will need to use to login to your account for the first time.

- Once you have received your authorization code you will need to enter your Username, Password and Authorization Code.

- Click on “Login”
- Once logged in to the account on the left hand side of the screen, click on “LIQUOR GAMBLING APPS/FORMS”

- Select the application or form from the options listed

The program will walk you through the appropriate questions based on the type of license you are applying for. You will be required to electronically attach supporting documents to the application prior to submitting.